

Objective Number:

DCI	Directorate	Office	Division
		C57810	

Fiscal Year - 1975

Estimated Man-Years - 1/8

Estimated Dollars - \$3,200

Target Date - June 30

Action Officer

Telephone Number - 5245

Period	Status (Circle One)
July-August	+ = <
September-October	+ <u>⊖</u> <
November-December	+ = <
January-February	+ = <
March-April	+ = <
May-June	+ = <

Status Description:

- + - Exceeding planned performance
- = - Meeting planned performance
- < - Behind planned performance

STATEMENT:

Establish a capital improvements and equipment replacement acquisition plan in conjunction with Headquarters Engineering Branch, Real Estate and Construction Division and GSA related to the Standard Level User Charge (SLUC) procedures.

25X1A9a

MILESTONES	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Note
Obtain background information from HEB, RECD, and GSA on the current operating procedures for handling capital improvements and equipment replacement.		▲											
Review Standard Level User Charge (SLUC) procedures in coordination with GSA Buildings Managers for information pertaining to the processing of work orders for capital improvements and equipment replacement; such as, criteria used by GSA, Region 3 for scheduling work priorities, party responsible for the funding, method to be used for follow-up and expediting Agency requirements through GSA channels. Establishment of a focal point officer on various levels.			▲										

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JULY	NOTE
Identify all capital improvements and equipment replacements that are currently programmed for, and are in the GSA system. Coordinate with HEB, RECD and GSA in working up a complete list of all projects that are in the working stages and projects in the planning stages. Prepare a complete list of these projects and establish guidelines that are agreeable to all parties concerned to insure this list is maintained on a current basis at all times.								△						
Identify the responsible officer for each project (Project Officer). Determine source of funds; such as, GSA, Agency, etc., dollar amount of each project. Establish a starting and estimated completion date for each project on the list.									△					
Prepare a detailed plan that will include all the steps outlined above and put this objective into a finished product.													△	